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The Potter Township Supervisors held a Regular Business Meeting on Wednesday, February 1, 2017 at the Potter Township Municipal Building. Ms. Rebecca Matsco called the meeting to order at 6:20pm and led the Salute to the Flag.

In attendance were:

Supervisors: Rebecca Matsco, Earl Shamp and Al Cwynar

Solicitor: Michael Jones Engineer: Dan Sell Secretary: Linda McCoy

Visitors: Billy Winkle, Casey Harrington, Lauren Patton, Captain Jon Hall, Joe Minnitte, Joe Rice,

Bob Maier, Terrie Baumgardner

The Supervisors and Mr. Jones went into Executive Session from 5:30 PM to 6:15 PM for contract talks.

Ms. Matsco and Ms. McCoy met with Cottrill Arbutina and Associates on January 20<sup>th</sup> at the Township building regarding the 2015 Annual Audit.

Ms. Matsco, Mr. Shamp and Mr. Cwynar met with Shell on January 25<sup>th</sup> at the PGT building.

Ms. Matsco met with the Tank Farm Greenway Steering Committee on January 27<sup>th</sup> at the Township building.

Ms. Matsco, Mr. Shamp and Mr. Cwynar met with the Real Estate Tax Collector and members of the Volunteer Fire Department on February 1<sup>st</sup> at the Township building regarding audit and accounting procedures.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO APPROVE THE MINUTES OF THE JANUARY 18, 2017 REGULAR BUSINESS MEETING.

#### CITIZENS:

There were no public comments.

### **OLD BUSINESS:**

MOTION: Earl Shamp

SECOND: AI Cwynar

MOTION CARRIED
TO PASS RESOLUTION 4-2017, A RESOLUTION OF POTTER TOWNSHIP, BEAVER COUNTY,
PENNSYLVANIA, A SECOND CLASS TOWNSHIP UNDER THE LAWS OF THE COMMONWEALTH OF
PENNSYLVANIA AUTHORIZING AND APPROVING A TRANSFER AGREEMENT FOR STATE ROADS
0018 AND 3017 BETWEEN POTTER TOWNSHIP AND THE COMMONWEALTH OF PENNSYLVANIA.

Mr. Jones explained the modified transfer of portions of Route 18 and 3701. These portions will be transferred from the Commonwealth to Potter Township and later vacated to Shell.

Mr. Minnitte let the Board know that the grading for the offsite parking lot on Route 18 will start soon and they do not expect any issues with traffic.

#### **NEW BUSINESS:**

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO APPROVE AND SIGN THE ANNUAL ESTIMATE FOR SPRAYING SERVICES FROM THE DAVEY TREE CO. FOR 2017.

The estimate this year was \$3,138.00 with no increase over last year.

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MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED TO APPROVE THE SUBCONTRACT CHANGE ORDER TO THE MUNICIPAL POLICE SECURITY AGREEMENT OF APRIL 8, 2015 BETWEEN CENTER TOWNSHIP POLICE DEPARTMENT, POTTER TOWNSHIP AND JACOBS FIELD SERVICES.

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO PASS RESOLUTION 5-2017, A RESOLUTION OF POTTER TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA, A SECOND CLASS TOWNSHIP UNDER THE LAWS OF THE COMMONWEALTH OF PENNSYLVNAIA, APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN POTTER TOWNSHIP AND INDEPENDENCE CONSERVANCY.

The Board explained that this names Independence Conservancy as the Project Coordinator for 2 grants for the Tank Farm. A portion of the grant money will go towards the Project Coordinator's fee.

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED TO APPROVE THE WORK AUTHORIZATON FORM BETWEEN POTTER TOWNSHIP AND STROMBERG/GARRIGAN & ASSOCIATES, INC. FOR THE TANK FARM RECREATIONAL AREA.

The grant funds are for an analysis of the bank barn renovation and what the consultant can accomplish. The fee for the consultant is \$18,786.00. The consultant should have recommendations in approximately two or three months.

### SOLICITOR:

The Solicitor had no report.

#### **ENGINEER:**

Mr. Sell asked the Board if they had any interest in applying for a 2017 Community Development Block Grant. The Board said that they will not pursue that grant this year.

Mr. Sell said that he has completed his second review of the Shell Chemical Appalachia Offsite Grading Permit and the permit will be issued with conditions.

# **PLANNING COMMISSION:**

The Board let Ms. Harrington know that they have a few ordinances that they want the planning commission to review in the near future along with a stormwater management ordinance.

## **FIRE DEPARTMENT:**

There was no fire department report.

### **TANK FARM STEERING COMMITTEE REPORT:**

Ms. Matsco said that the Tank Farm Steering Committee (along with Ed Becker and Shell Chemical Appalachia) met on January 27<sup>th</sup> at the Township Building. They discussed management of the grant work and began reviewing a master site plan for the three contiguous parcels owned by Potter Township and Independence Conservancy.

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### **RECREATION BOARD:**

Ms. McCoy reported on the Rec Board events for 2017 from their January meeting:

March 11	SPRING BINGO	6PM
May 20	COMMUNITY YARD SALE	8AM - 1PM
June 22	MOVIE IN THE PARK 8PM	
August 12	ANNUAL PICNIC	4:30PM - ?
November 4	50'S SENIOR DINNER	5PM
December 2	CHRISTMAS BINGO	6PM

### **ROAD DEPARTMENT:**

No report.

# **POLICE DEPARTMENT**:

No report

## **REAL ESTATE TAX COLLECTOR:**

Christie Floyd-Gabel submitted the January 2017 Real Estate Tax Report to the Supervisors.

# **TREASURER'S REPORT:**

MOTION: AI Cwynar SECOND: Earl Shamp MOTION CARRIED TO APPROVE THE TREASURER'S REPORT AND PAY THE BILLS FOR THE MONTH OF FEBRUARY.

The balance in the	General Fund Account is	\$454,660.27	Bills for this account totaled \$50,019.92
The balance in the	State Liquid Fuels Account is	\$1,456.18	Bills for this account totaled \$146.06
The balance in the	Capital Equipment Account is	\$84,403.62	There were no bills for this account
The balance in the	<b>Escrow Money Account is</b>	\$6,546.58	Bills for this account totaled \$6,910.00
The balance in the	Wage Tax Account is	\$59,883.21	There were no bills for this account
The balance in the	Public Safety Account is	\$2,184,104.41	Bills for this account totaled \$16,739.49

## **ANNOUNCEMENTS:**

The Potter Township Municipal Office will be closed on Monday, February 20th in observance of President's Day.

The Supervisors will hold a Work Session on Wednesday, March 1st at 6:00 pm.

The next Regular Business Meeting is scheduled for Wednesday, March 8th at 6:00 pm.

The Recreation Board will host its Spring Bingo on Saturday, March 11th at 6:00 pm in the Township Building. All residents are invited. - THINK GREEN!!

MOTION: Earl Shamp SECOND: AI Cwynar MOTION CARRIED THERE BEING NO FURTHER BUSINESS THE MEETING ADJOURNED AT 6:51 PM.

Respectfully Submitted,

Linda McCoy, Secretary